



HALW Directives (AD005-99; OD258-99; AD001-01; AD001-01; OD001-01)

From: Joseph Valeri 
Vice President Marine Operations
Cees Deelstra 
Director Nautical Operations

Date: February 1, 1999

ADMINISTRATIVE DIRECTIVE AD005-99

Subject: In Port Emergency Response Organization - (Revised)

Purpose: The purpose of this directive is to establish minimum standards for response to fires and other emergencies when in port moored alongside or at anchor. This Administrative Directive replaces AD005-98 issued on July 17, 1998. Please discard AD005-98.

Applicability: This directive applies to all Holland America Line & Windstar vessels.

Discussion: When a vessel is in a port the number of personnel available for response to a fire is not the same as when a vessel is at sea. Fire fighting squads may need to respond with less persons, and/or with personnel from departments that have not trained together.

Support personnel may be needed to search and evacuate cabins, provide medical assistance, direct passenger traffic, and muster passengers and crew.

The In Port Emergency Response Organization set out below incorporates suggestions from shipboard personnel, HAL staff at Seattle, and experience from past incidents.

The organization is designed to insure that a sufficient number of personnel are available, trained, and organized to respond to in port emergencies. The Hotel Manager, Chief Engineer, and Chief Officer are directly responsible for the implementation of this directive in their respective departments.

It was previously observed that the implementation of the initial A.D. was not consistent throughout the fleet. The inconsistencies appear to be due to the hesitation of supervisors to require crew members that have not traditionally been required to stay on board for safety functions, to remain on board. To provide better guidance this AD has been amended.

The In Port Emergency Response Organization should be able to:

- ♦ sound the general alarm,
- ♦ muster crew and passengers, evacuate passengers from the ship,
- ♦ account for passengers and crew on and off the ship, summon shore assistance,
- ♦ operate fuel oil cut-offs,
- ♦ operate fixed and portable fire extinguishing systems and equipment,
- ♦ cast off vessel for emergency departure from dock,
- ♦ get vessel underway,
- ♦ let go and pick up anchor,
- ♦ pick up tenders and tender platforms,
- ♦ run additional mooring lines,
- ♦ commence oil spill response,
- ♦ commence chemical spill response,
- ♦ respond to a Bright Star,
- ♦ lower life boats and rafts.

Operational Policy:

In Port Emergency Response Team:

Captains will implement the following organization for response to in port emergencies. Primary or alternate personnel must be on board while the vessel is in port or at anchor and are in addition to the normal watch standers. One life aft lowering squad shall be on board at all times. A greater number of personnel are needed at anchorage ports, because of the necessity to lower lifeboats/liferafts in an emergency:

Holland America Line Vessels:

<u>Primary</u>	<u>Alternate</u>
Command	
Captain	Chief Officer
Deck Department:	
Chief Officer	2nd Sr. Officer
On board at all times:	50% of each rank. (a 4th. off. to alternate with Sec.off)
Carpenters/Upholsterers	At least 50% of total in the fire squad
Locksmith	TBA by Chief Officer
Bosun	Asst. Bosun
Qm's, F.G.'s	At least 50% of total
Sailors	One side lowering squad

Engineering Department:

Chief Engineer
On board at all times

Second Engineer (Senior)
50% of each rank of engineering officers
50% of regular engineroom ratings
50% of day service engineers and ratings
2nd Electrician

Chief Electrician

Hotel Department:

Hotel Manager
Purser
Controller
Executive Chef
Maitre'd
Chief Housekeeper
Doctor
1st Call Nurse
Cruise Director
Guest Relations Mgr.
Bar Manager
Tailors

Food & Beverage Manager
Human Resources Officer
Assistant Controller
2nd Executive Chef
Second Maitre'd
Assistant Housekeeper
2nd Call Nurse
3rd Call Nurse
Assistant Cruise Director
Front Desk Supervisor
Bar supervisor
50% of tailors that are in the fire squad

Of the non-Officer & Petty Officer rank 33 % to remain on board in anchorage ports.

Of the non-Officer & Petty Officer rank 25 % to remain on board in docking ports.

(Department heads to develop a schedule that rotates all persons in their department)

Traffic Control, & Wheel Chair Squads, & Elevator Operators.

The above personnel come from the Concessionaire's (Shops, Spa, Casino, Photo) and from Entertainers/Musicians sailing on non-passenger status contracts. Of each of these groups 33% will be on board in anchorage ports and 25% to remain on board in docking ports. (Shop manager, casino manager, photo manager and cruise director to make a schedule that rotates the personnel in their respective departments)

Windstar Vessels:**Primary**

Command
Captain

Alternate

Chief Officer

Deck Department

Senior Second Officer
Bosun
3 Sailor A/Bs

Jr. Second Officer
Carpenter
4 Sailor A/Bs

Engine Department

Chief Engineer
 3rd Engineer
 Chief Electrician
 Machinist

2nd Engineer
 4th Engineer
 Assistant Electrician
 2 other ER Ratings

Hotel Department

Hotel Manager
 Dining Room Manager
 Host & Hostess *
 Controllor
 Executive Chef
 Chef de Partie
 Demi Chef
 Assistant Cook
 Butcher
 Housekeeper
 Laundry Supervisor
 Casino 2*
 Shop Manager
 Doctor (as required, by Master, Hotel Manager)
 At least 3 Cabin Stewards to Remain on Board
 At least 5 Dining room Stewards to remain on Board
 At least 2 Bar Staff.

Purser
 Assistant Dining room manager
 Sports Coordinators
 Storekeeper
 Sous Chef
 Chef de Partie
 Assistant Cook
 Assistant Cook
 Baker
 Senior Cabin Steward
 Senior Laundryman
 Musicians 2*
 Hairdresser or Masseuse

* Any combination which ensures that 2 of the * marked couples remain onboard.

Functional Emergency Response Organization:**Rank/Position****Function**

Captain	Overall command of any emergency situation.
Chief Engineer	Command of engineering spaces.
Chief Officer	Command emergency response in non-engineering spaces.
Second Officer	Coordinate emergency response in non-engineering spaces.
Second Engineer	Coordinate emergency response in engineering spaces.
Hotel Manager	Coordinate hotel operations emergency response.
Security Officer	Leader of Evacuation Squads.
Chief Housekeeper	Coordinate housekeeping department emergency response.

Doctor	Coordinate medical response.
Nurses	Assist medical response and direct stretcher team.
Guest Relations Mgr.	Coordinate front office communications.
Cruise Director	Provide announcements on the bridge, coordinate traffic control.
3rd Officer	Prepare lifesaving equipment
4th Officer	Hose team, oil and chemical spill response leader.
3rd Eng. AC/Day Service	Stand-by ECR
One Electrician	Stand-by ECR
Asst. Engineering Officer	Hose team, oil and chemical spill response leader.
Boatswain	In charge of deck crew.
Fire Guard	Oil spill and chemical response team member, hose team member.
Quartermasters	Oil spill and chemical response team members. Lifeboat lowering squad members.
Sailors/ABs	Handle lines, hose, oil spill, and chemical response team members. ¹ Lifeboat and life aft lowering squad members.
Engineering Ratings	Hose, oil spill, and chemical response team members.
Cast Members, Cruise Staff & Concessionaires	Direct passenger traffic. Lifeboat & life raft lowering squad members.
Musicians	Wheel chair squad, elevator control, and direct passenger traffic.
Cabin stewards	Search rooms, evacuate passengers.
Bartenders & BLD	Assist in crowd control, provide emergency supplies (liquids)
Kitchen Staff	Shut-down kitchens, life raft lowering squad members.
Dining Room Stewards	Lifeboat squad members. Assist passengers.
Laundry Staff	Shut-down laundry equipment and bring blankets and towels
GPA Housekeeping	Stretcher team and evacuation squad members.
Storeroom Personnel	Bring drinks and food supplies.

In Port Fire Squad:

When a vessel is in port the regular fire squads may be reduced to the minimum of one hose team per squad.

For Holland America Line vessels the deck squad hose team will be composed of at least one deck officer and 5 ratings. The engine squad hose team will be composed of at least one engineering officer and 5 ratings.

For Windstar vessels the hose team will be composed of at least one officer and 3 ratings.

Each fire squad member must be trained in the use of breathing apparatus and have attended a basic training level fire fighting class within the last 5 years. Fire squad leaders should have attended command fire fighting training.

¹ Sailors should receive basic training before being assigned fire fighting duties.

A sufficient number of personnel should be assigned to assist passengers in emergencies, search rooms, and conduct necessary evacuation. Persons assigned to assist passengers in emergencies should receive the STCW required Crowd Control Training.

In Port Oil Spill Response Squad

The In Port Oil Spill Response Squad shall consist of at least three persons. Sufficient personnel should be available to quickly expand the squad depending on the incident. The squad leader shall be an engineering or deck officer. The other squad members shall be engineering and/or deck ratings.

Each squad leader shall be familiar with the Shipboard Oil Pollution Emergency Plan (SOPEP) and the use of the oil spill response equipment on board. Squad members shall be trained quarterly in the use of the SOPEP and response equipment.

In Port Chemical Spill Response Squad

The In Port Chemical Spill Response Squad shall consist of at least two persons. Sufficiently trained personnel should be available to quickly expand the squad depending on the incident. The squad leader shall be an engineering or deck officer. The other squad members shall be engineering and/or deck ratings.

Implementation

While in port, emergency squad members shall be immediately available to respond to an emergency incident.

Department heads will be held responsible for the minimum required personnel on board and check this on a regular base.

Copies of the In Port (berthed and at anchor) Emergency Muster List (by position & numbers) will be sent to the Director Nautical Operations no later than February 27, 1999.

Effective date: This directive is effective upon receipt.

Distribution:

**Masters - HAL/Windstar
Chief Officers
Chief Engineers
Hotel Managers**

**President and COO
Vice President Marine Hotel Operations
Director Nautical
Director Port Operations
Director Policy & Plans
Director Maritime Affairs
Director Compliance
Director Technical Operations
Director Marine Hotel Operations
Manager Maritime Affairs
Manager Nautical Operations
Manager Technical Planning
Manager Hotel Operations Windstar**



From: *Joseph Valenti*
Joseph Valenti
Cees Deelstra *Cees Deelstra*

Date : March 19, 1999

OPERATIONAL DIRECTIVE OD258-99

Subject: EVAC-U8 (Emergency Escape Smoke Hood)

Purpose: To ensure proper use of the EVAC-U8 Smoke Hood.

Background: Emergency Escape packs EVAC-U8 ("chicken hoods") are only to be used for escape purposes out of smoke filled areas.

THEY ARE NOT TO BE USED BY SEARCH PARTIES AND EVACUATION TEAMS!

Action: All deck and engine officers should be fully familiar with the manufacturer's instructions. Explanation to your crew of what it is intended for and awareness of the locations of the packs and the limitations of this lifesaving product should be included in the safety indoctrination and be part of the regular drills and instructions.

Effective date: This Directive is effective upon receipt.

Distribution:

Master - HAL
Chief Engineers
Chief Officers
President and COO
Director Nautical Operations
Director Port Operations
Director Policy & Plans
Director Maritime Affairs
Director of Compliance Program
Director of Technical
Manager Technical Planning
Technical Superintendents

cc: Masters - Windstar Ships

From: Stein Kruse
Senior Vice President
Fleet Operations

Date: January 11, 2001

Administrative Directive AD001-01

Subject: **Emergency Policies**

Purpose: **The purpose of this Directive is to share lessons learned from recent shipboard fires.**

Applicability: This Directive applies to HAL and Windstar vessels, unless otherwise indicated herein.

Discussion: During recent months several shipboard fire investigations have resulted in a variety of recommendations to improve fire prevention, fire response, and emergency management. This Directive addresses those recommendations.

Action: Masters will ensure that:

1. During emergencies requiring the evacuation of passengers to outside decks, passengers are ultimately sent to lifeboat stations where they can be mustered, accounted for, provided status updates, provided life jackets, provided blankets or other protection from the elements.
2. Consideration is given for the movement of passengers from the primary muster areas at lifeboat stations into public spaces when weather or other conditions require. (Not applicable to Windstar).
3. The Crew is mustered and accounted for during major emergencies.
4. Crew musters are conducted at least monthly during combined fire and boat drills.
5. During fire fighting training and drills emphasis is made on the distinction between when it is a drill and when it is a real emergency. This should be done by reminding crewmembers the difference between the alarms and announcements by including the words, "This is a drill" at the inception of a drill. In the case of an actual fire only the alarm will be sounded without an announcement.

6. Priority is given to manning of fire squads with personnel that have had fire-fighting training within the past 5 years.
7. An engineer is assigned on the muster list to start ventilation during drills and fires (Not applicable to Windstar and,
 - An SCBA and UHF radio are provided for this individual,
 - Backup support is provided when this individual has to enter smoke filled spaces,
 - This function is exercised during fire drills.
8. A team, of at least three crewmembers, is designated on the muster list to manage SCBA bottle accountability, recharging, and replacement during fires (Not applicable to Windstar) and,
 - The leader of this team is the Hotel Storekeeper.
 - Each team member is provided a UHF radio.
 - This function is exercised during fire drills.
9. The Assistant Controller is assigned on the muster list as a recorder on the bridge team during emergencies and drills.
10. A large digital clock is provided at the command console for use in record keeping.
11. When used for fire fighting, smoke masks be fitted with carbon monoxide filters.
12. UHF radios are provided for all fire squad members that wear Self Contained Breathing Apparatus' (SCBA's).
13. The fit testing requirements of MR 600.14.3.3 for SCBA's and smoke masks are complied with.
14. Individuals that are not trained in onboard fire fighting techniques and equipment are discouraged from participating in these events to prevent injury to themselves or others. These individuals include Pilots, surveyors, inspectors, auditors, contractors, company officials, spouses, and others that are on board for more than 24 hours.
15. Naturalists and other vessel narrators/commentators terminate narration during emergencies.
16. Weekly cabin inspections are conducted in accordance with existing policy.

Effective Date: This directive is effective upon receipt.

Distribution:

All Masters
All Chief Officers
All Chief Engineers
All Hotel Managers

Senior Vice President Fleet Operations
Vice President Marine Operations
Vice President Hotel Operations
Vice President Compliance Programs
Director of Nautical Operations
Director of Technical Operations
Director of Policy and Planning
Director of Maritime Affairs
Director of Port Operations
Technical Superintendents
Manager Technical Planning
Manager Maritime Affairs

From: Stein Kruse
Senior Vice President
Fleet Operations

Date: February 15, 2001

Administrative Directive AD001-01

Subject: **Emergency Policies**

Purpose: **The purpose of this revised Directive is to share lessons learned from recent shipboard fires, and to remove any reference to the use of smoke masks for firefighting noted in the prior directive.**

Applicability: This Directive applies to HAL and Windstar vessels, unless otherwise indicated herein. This policy supersedes AD023-01 issued on January 11, 2001, which has been cancelled.

Discussion: *The reason for this revision is to harmonize this policy with the recently issued OD001-01 on First Response to Fires. That policy does not include the use of smoke masks for fire fighting. As a result we no longer allow smoke masks to be used for fire fighting. Any reference to smoke masks has been removed from this revised directive.*

During recent months several shipboard fire investigations have resulted in a variety of recommendations to improve fire prevention, fire response, and emergency management. This Directive addresses those recommendations.

Action: Masters will ensure that:

1. During emergencies requiring the evacuation of passengers to outside decks, passengers are ultimately sent to lifeboat stations where they can be mustered, accounted for, provided status updates, provided life jackets, provided blankets or other protection from the elements.
2. Consideration is given for the movement of passengers from the primary muster areas at lifeboat stations into public spaces when weather or other conditions require. (Not applicable to Windstar).
3. The Crew is mustered and accounted for during major emergencies.
4. Crew musters are conducted at least monthly during combined fire and boat drills.

5. During fire fighting training and drills emphasis is made on the distinction between when it is a drill and when it is a real emergency. This should be done by reminding crewmembers the difference between the alarms and announcements by including the words, "This is a drill" at the inception of a drill and after the drill action is announced. In the case of an actual fire only the alarm will be sounded without an announcement.
6. Priority is given to manning of fire squads with personnel that have had fire-fighting training within the past 5 years.
7. An engineer is assigned on the muster list to start ventilation during drills and fires (Not applicable to Windstar and,
 - An SCBA and UHF radio are provided for this individual,
 - Backup support is provided when this individual has to enter smoke filled spaces,
 - This function is exercised during fire drills.
8. A team, of at least three crewmembers, is designated on the muster list to manage SCBA bottle accountability, recharging, and replacement during fires (Not applicable to Windstar) and,
 - The leader of this team is the Hotel Storekeeper.
 - Each team member is provided a UHF radio.
 - This function is exercised during fire drills.
9. The Assistant Controller is assigned on the muster list as a recorder on the bridge team during emergencies and drills.
10. A large digital clock is provided at the command console for use in record keeping.
11. UHF radios are provided for all fire squad members that wear Self Contained Breathing Apparatus' (SCBA's).
12. The fit testing requirements of MR 600.14.3.3 for SCBA's is complied with.
13. Individuals that are not trained in onboard fire fighting techniques and equipment are discouraged from participating in these events to prevent injury to themselves or others. These individuals include Pilots, surveyors, inspectors, auditors, contractors, company officials, spouses, and others that are on board for more than 24 hours.
14. Naturalists and other vessel narrators/commentators terminate narration during emergencies.
15. Weekly cabin inspections are conducted in accordance with existing policy.

Effective Date: This directive is effective on February 15, 2001

Distribution:

All Masters
All Chief Officers
All Chief Engineers
All Hotel Managers

Senior Vice President Fleet Operations
Vice President Marine Operations
Vice President Hotel Operations
Vice President Compliance Programs
Director of Nautical Operations
Director of Technical Operations
Director of Policy and Planning
Director of Maritime Affairs
Director of Port Operations
Managers Nautical Operations
Technical Superintendents
Manager Technical Planning
Manager Maritime Affairs

From: Stein Kruse
Senior Vice President
Fleet Operations

Date: March 13, 2001

Operational Directive OD001-01

Subject: First Response to Fires

Applicability: This directive applies to ships of the Holland America Line fleet.

Purpose:

To establish and standardize the first response policy for the shipboard emergency organization, including personnel training, qualifying experience, equipment, and emergency procedures.

Discussion:

For several years now our fleet has been developing and implementing procedures for first response to fires. Although noteworthy accomplishments have been made in the evolution of the concept, varying policy and procedures have evolved. It has become evident that a formal policy must be issued to standardize shipboard policy regarding first response to fires.

Philosophy:

The main philosophy inherent in the First Response policy is that fires should be extinguished at the earliest stage possible, when considered safe by the first responder to do so. Because fires grow exponentially with time, the quicker the response, the smaller the fire to extinguish.

In determining whether a fire is safe to approach, the first responders may rely on one or more of the following: the number of detectors actuated, verbal smoke report, actuation of a push button alarm, or sprinkler system activation. For example, a cabin fire on a sprinklered ship might be considered small and reasonably safe to approach and extinguish, without backup, if a detector has activated in the cabin or a space, and the sprinkler has not activated. Our experience has shown that when there is a cabin fire and the sprinkler has not activated, the fire can generally be quickly extinguished with a portable fire extinguisher, or water from a nearby hose, shower or sink. On board and shore side training and drills should incorporate this first response philosophy.

Consistent with the above philosophy, shipboard fire fighting is organized around four distinct phases: Discovery, First Response, Fire-Fighting Team Response, and Recovery. Through proper timing and execution, these functions can greatly increase the likelihood of fire containment and extinction in the space of origin.

Discovery usually occurs when a smoke alarm (silent or audible) activates that is verified not to be false, e.g. a second alarm in the area activates, or a push button alarm in the area is activated, or a passenger or crew member becomes aware of a fire or excessive smoke and reports it. The initial and most critical action is to verify that the fire is real and not a false alarm. This can be done while a first response is underway. Once the fire has been determined to be real the fire alarm must be sounded to activate the fire fighting organization and assemble the fire squads. It is safer to err on calling out the fire squads so that their response will not be delayed. If the fire is extinguished by the first responder (s) then the fire squads can be provided this information.

The first responder may be tasked with verifying that the fire is real and not a false alarm. If the fire is real the first responder (s) should be prepared to take immediate action to extinguish the fire, based on the responders training and his/her assessment of the situation if it is safe to do so without backup. If it is not safe to extinguish without backup, the first responder can take appropriate containment actions, e.g. close nearby fire screen doors, evacuate nearby cabins, and firefighting preparatory actions, e.g. lay out fire hoses, while backup is en-route to assist.

When the first responder is also assigned to a fire squad he/she should continue the first response. If his/her fire squad is called out, the fire squad should bring his/her equipment to the scene so that he/she can don it and join in the firefight if the first response is not effective.

Watch schedules should be developed to maintain the availability of a first response team at all times.

The goal for first response should be to have personnel arrive at the fire scene within three minutes after the activation of a smoke alarm that cannot be verified to be false, or a push button alarm, or after notification of smoke or fire.

First Responders should demonstrate competence in:

- Investigating, assessment and reporting including communications by radio, telephone, beeper, or other devices (e.g. push button call point alarm),
- Establishment of boundaries to limit the spread of smoke and fire by closing fire screen doors and isolating ventilation,
- Safe entry into a fire scene, without backup, at the earliest stage to put the fire out,
- Preparation of the area for fighting a fire while the fire squads are en-route, e.g. laying out fire hoses,
- Evacuation of personnel,
- First aid,
- Isolation of electrical or fuel supplies,
- Activation of locally operated fixed and portable fire extinguishing systems,

- Application of appropriate fire-fighting agents,
- Use of fire hoses and other fire fighting equipment, including the use of escape breathing apparatus, and SCBAs.

Should the situation prove not to be a false alarm, the goal should be for fire squads to be mustered and ready to enter the fire scene within eight minutes of the fire alarm being sounded.

Recovery actions help ensure that further threats from the incident to the ship and its personnel do not occur. These actions include, but are not limited to the following:

- Smoke removal,
- Dewatering,
- Making the effected space(s) safe to enter without breathing apparatus,
- Space overhaul and establishment of reflash watches,
- Medical evaluation and support,
- Assessment of structural soundness and stability impacts.

Action:

Masters shall ensure that:

1. The First Response philosophy discussed in this directive is adopted by the shipboard emergency organization and is appropriately applied to: emergency preparedness training and drills, first response personnel qualification, first response equipment availability, and assignments to the Muster list,
2. First Response teams for the Deck and Engineering Departments are assigned as follows:
 - a. 8pm to 6am - An assistant deck navigational watch officer and fireguard will be assigned as the primary First Responders for fires outside of machinery spaces,
 - b. 6am to 8pm - An off watch deck officer and quartermaster will be assigned as a primary First Responders for fires outside of machinery spaces,
 - c. 24 hours per day - An engineer and engine rating for each watch in the engine room will be assigned as the primary First Responders for fires inside machinery spaces.
3. The following First Responder equipment is readily available on the Bridge and in the Engine Control Room and carried to the scene during a first response:
 - a. Fire jackets with flashlights, and gloves,
 - b. Emergency Escape Breathing Apparatus (minimum 10 minutes type)
 - c. Wire cutter (for cutting padlocks),
 - d. Emergency key set (sealed),
 - e. UHF radios,

- f. Backpacks or carrying cases.
4. First Responders, while on duty, are dressed in fire retarded clothing, when possible, and carry the following equipment with them as a minimum when not stationed on the Bridge or Engine Control Room:
 - a. Fireguard - UHF radio, beeper, flashlight,
 - b. Off watch Deck Officer - UHF radio, beeper and flashlight,
 - c. Engineer - UHF radio, beeper and flashlight,
 - d. Engine Rating - UHF radio, beeper and flashlight,
 - e. Quartermaster - UHF radio, beeper and flashlight.
 5. Officers, quartermasters, fireguards and engineering ratings assigned as First Responders have attended and successfully passed, within the previous five years, an approved basic course in fire fighting meeting the requirements set forth by the STCW Code of 1978, as amended in 1995.
 6. Personnel assigned as First Responders are trained in first response techniques and demonstrate their competence to the ship's Safety Officer specific to the class of ship assigned, in the following:
Reporting/Assessment to the Bridge/ECR, including location of fire, what is burning, size/extent of fire, smoke density, and persons involved,
 - a. Evacuation of personnel from a space,
 - b. Establishment of boundaries to limit the spread of fire and smoke by closing fire screen doors and watertight doors,
 - c. Securing/isolation of electrical appliances/fuel supplies,
 - d. Extinguishment actions to put out the fire or limit the fire growth including:
 - 1) Activation of locally operated fixed and or portable fire extinguishing systems,
 - 2) Application of appropriate fire-fighting agent,
 - 3) Use of fire hoses and other fire fighting equipment,
 - 4) Use of BA sets, and emergency escape BA sets.
 7. First Responders are dispatched without delay to the location of a fire that cannot be verified as a false alarm.

Effective Date: This policy is effective on February 15, 2001

Distribution:

Masters HAL and Windstar Cruises
Senior Vice President Fleet Operations
VP's & Directors Fleet Operations
Managers and Superintendents Marine Operations
HZ Safety NL